

CONFIDENTIAL

19 November 1964

MEMORANDUM FOR: Director of Training

SUBJECT : Presentation of Records Officers Course (ROC)  
January - June 1965

REFERENCES : a. Memorandum for Chief, CI/R&A, Subject: Records  
Officers Course, from Chief/DDP Systems Group,  
dated 17 November 1964 (att)  
b. Memorandum for Chief, DDP/Systems Group, Subject:  
Records Officers Course Cancellations, from  
Chief, CI/R&A (att)

1. I believe it is appropriate for the Office of Training to make its position known in regard to future presentations of the ROC. Although it is the responsibility of the several DDP components (Refs) to resolve the problem as to the actual requirements relating to the frequency of course presentations, as the element responsible for administering the course, OTR also has certain vested interests.

2. It is my opinion that there is no longer the same pressure for as frequent runnings of the ROC as we have experienced during the past several years. The advent of the Clandestine Services [REDACTED], scheduled for its first presentation in January 1965, will serve to absorb a number of individuals similar to many of those who have attended the ROC. As the Chief, DDP/Systems Group indicates (Ref a), the back-log for qualifying Records Officers has all but disappeared with a smaller controlled flow anticipated for the future. I would concur with his recommendations that no ROC be given with less than 12 RO nominees.

3. There are several additional arguments in favor of cutting down on the amount of ROC's. First, a number of the same individuals who have appeared as lecturers in the ROC will now also become involved in the [REDACTED] Course. We have been under pressure from the DDP, particularly the CI Staff, to present as many as 8 to 10 [REDACTED] Courses during the first six months of 1965. At the present time,

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regardless of the requirements in numbers of personnel to be trained, the availability of classroom space at Headquarters limits this to only five presentations. If the number of ROC's during the period Jan-Jun 1965 was reduced from the present three to two or even one (Ref a), this would at the same time provide space for additional Courses.

4. In view of the above, I would like to propose that the Chief/Operations School and I discuss this matter with the DDP/TRO. We would take the position of seconding the recommendations of the Chief/DDP Systems Group: (a) that the number of ROC's during the first half of 1965 be reduced, and, (b) that no ROC be presented unless a minimum of twelve RO nominees would be enrolled.

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Chief, Headquarters Training

Attachments: As indicated

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